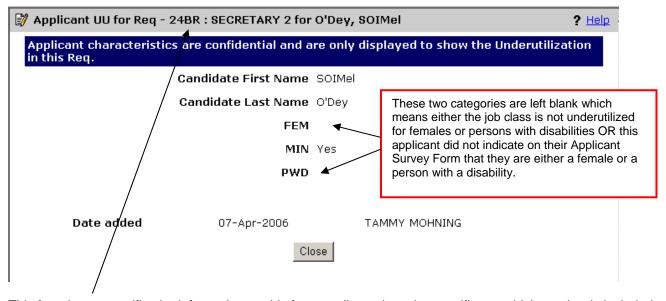
Applicant Underutilization for a Requisition

If your req is for a job class that is underutilized for your department, this form will be completed for each applicant who meets one or more of the UU criteria that apply to the job class. The applicant does not see or complete this form. It will be completed by the Recruiter when the applicant is qualified for the req. The UU information on this form is based on the applicant response to the Applicant Survey form. Below is a view of how this form will appear in the applicant forms list. To view the form, click the binocular icon or the form name link. Be certain to select the UU form with the req number/title (in this case 24BR: Secretary) that corresponds to your req.



This is what the Applicant UU form will look like. A **Yes** will appear next to each UU category if **both** of the following are true:

- The job class is underutilized for that category **AND**
- ♦ The applicant has indicated they belong to that category



This form is req specific: the information on this form applies only to the specific req which number is included in the title. Underutilization is only to be considered if the job class is underutilized.